

## AGENCY RECORDS DISPOSITION SCHEDULE

### *Division*      Facility Records Retention Schedule

Approved by    State Records Commission on Sept. 15, 1998

In compliance with Sec. 109.250, RSMo 1986 this document is hereby approved.

#### CODE ABBREVIATIONS

CSA	Completion of State Audit. Records so designated are to be retained until they have met the audit requirements. Ninety (90) days after the audit report is received these records can be destroyed or returned to your agency.	PR	Permanent Retention Records so designated are to be retained permanently because of their archival, legal, administrative, or fiscal value.
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DCA Destroy in Current Area. Records so designated should be destroyed in Current office area when they no longer have reference value.

Item Number	DESCRIPTION OR TITLE OF RECORD SERIES (Brief Description of each Item)	Total Retention
1.	General Correspondence – management, financial & Policy matters	CSA or 3 yrs.
2.	General Correspondence – other	DCA
3.	Interoffice Memos – management, financial, & policy matters	CSA or 3 yrs.
4.	Interoffice Memos – other	DCA
5.	Records Management File – contains agency records disposition schedules, Transmittals, correspondence etc.	DCA
6.	Rules & Regulations – copy- original in Secretary of State's Office	DCA
7.	Attorney General Opinions – copy – original in Attorney General's Office	DCA
8.	Auditor Reports – copy - original in State Auditor's Office	DCA
9.	Equipment Inventory	PR
10.	Operating Procedures	PR
11.	Personnel Files	
	A. Active File	PR
	B. Inactive File of Summary Card (includes the following pertinent information condensed from the personnel file; appointments, resignations, promotions, salary, all accumulated unused sick leave, etc.)	75 yrs.
12.	Photographs	PR
13.	Accreditation Records File	PR
14.	State and Federal Surveys, Plans of Correction Current Area Retention is Permanent Retention	PR
15.	Abuse and Neglect Files Current Area Retention is 2 years.	PR
16.	Incident and Injury Files Current Area Retention is 3 years.	PR
17.	Legislation File ( may include but is not limited to House and Senate Bills, correspondence, etc.) Current Area Retention is DCA	DCA
18.	Technical Reference Materials (may include but is not limited to user's guides, files used every day, spending plans, etc. Current Area Retention is 5 yrs. after policy is rescinded	5 yrs.
19.	Minutes – all committees Current Area Retention is permanent	PR
20.	Work Schedules: Daily and weekly schedules of all unit employees to be posted in all areas. Information derived from schedules can be obtained from Personnel or Payroll. Current Area Retention is DCA	2 yrs.

Item Number	DESCRIPTION OR TITLE OF RECORD SERIES (Brief Description of each Item)	Total Retention
21.	Federal School Lunch Program Current Area Retention is 2 yrs.	7 yrs.
22.	Capital Improvement Records (may include but is not limited to correspondence, leases, payment and bidding information, notices of award). Permanent Retention	PR
23.	Notice of Award – State Contracts (issued by Office of Administration) Current Area Retention is 1 yr.	1 yr.
24.	Notice of Award – Local Contracts Current Area Retention is Length of Contract and 5 yrs.	5 yrs.
25.	Facility Budgets (may include but is not limited to capital improvements, leasing, and operations budgets). Current Area Retention is 3 yrs.	3 yrs.
26.	Client Receipt and Disbursement Records Current Area Retention is 3 yrs.	PR
27.	Reimbursement info (may include but is not limited to Standard Means Test, client Financial Files) Current Area Retention is 1 year	PR
28.	Federal and State conversion, waiver, CPRC, and CSTAR forms, correspondence, invoices, manual and tape billings, remittance advances, cost reports, IPCs, documentation for reconciliation of internal financial systems. Current Area Retention is 2 years.	10 yrs.
29.	Encumbrances – Federal funding (includes but not limited to local orders POS contracts, contract releases, requisitions, requests for proposals, master agreements) Current Area Retention is 2 years.	10 yrs.
30.	Accounts Payable – Federal funding (includes but not limited to warrants with attachments, invoices, payroll, personnel transaction records) Current Area Retention is 2 years.	10 yrs.
31.	Accounts Receivable – Federal Funding (includes but not limited to revenue transmittals, financial records – reimbursements – microfiche monthly reports – CP and in patient) Current Area Retention is 2 years.	10 yrs.
32.	Other Internal Reports – Federal Funding (includes but not limited to spending plans, cost benefit analysis, graphs, audit reports, USDA surplus reports, federal surplus reports, dietary inspection report, dietary internal reports, departmental reports, i.e., maintenance, housekeeping, security) Current Area Retention is 7 years.	10 yrs.
33.	Encumbrances (general revenue funding) (includes but not limited to local orders POS contracts, contract releases, requisitions, requests for proposals, master agreements) Current Area Retention is 2 years. IF FUNDS ARE USED AS MATCH FOR FEDERAL FUNDING MUST BE KEPT 10 YEARS.	5 yrs.
34.	Accounts payable – General Revenue (includes but not limited to warrants with attachments, invoices, payroll requisitions, reports, microfiche, payroll, personnel transaction records) Current Area Retention is 2 years. IF FUNDS ARE USED AS MATCH FOR FEDERAL FUNDING, MUST BE KEPT 10 YEARS.	5 yrs.
35.	Accounts Receivable – General Revenue (includes but not limited to revenue transmittals, financial records – reimbursements -, microfilm monthly reports – CP and inpatient) Current Area Retention is 2 years. IF FUNDS ARE USED AS MATCH FOR FEDERAL FUNDING MUST BE KEPT 10 YEARS.	5 yrs.

Item Number	DESCRIPTION OR TITLE OF RECORD SERIES (Brief Description of each Item)	Total Retention
37.	Client Financial Files – General Revenue (includes placement files, resources files, NAFS, valuables report) Current Area Retention is 3 years.	PR
38.	Statewide Accounting Reports – General Revenue ( includes SAM reports) Current Area retention is 2 years.	CSA or 3 yrs.
39.	Summary Appropriation Status Reports – General Revenue Current Area Retention is 2 years.	CSA or 3 yrs.
40.	Other Internal Reports – General Revenue (includes but not limited to spending plans, cost benefit analysis, graphs, audit reports, USDA surplus reports, federal and state surplus reports, dietary inspection reports, dietary internal reports, departmental reports, i.e., maintenance, housekeeping, security) Current Area Retention is CSA or 3 yrs.	CSA or 3 yrs.
41.	Capital Improvements – General Revenue (includes but not limited to blueprints, layouts of facilities maintenance and grounds, guaranties, contracts, building specifications, fuel and safety records, leases and purchases, real estate purchases, right of ways, etc.) Warranties are not included here and should be kept only for the length of the warranty. Current Area Retention is Permanent Retention.	PR
42.	Client Services Contracts – General Revenue (includes but is not limited to contract, correspondence, monitoring reports, etc. Current Area Retention is 2 years.	7 yrs.